







SAIS and SPED Participation Data

- *What is SAIS?*
- *How and when is the data submitted to ADE?*
- *What SPED data is collected?*
- *How is data verified / validated?*
- *What is the relationship between SAIS data and state funding?*
- *How can I learn more about SAIS reporting?*
- *How can I get help if I have more questions or need further assistance with SAIS issues?*



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What is SAIS?

- Student Accountability Information System
- Student Detail Database
- School Finance Student Counts System
- Other Systems:
Adequate Yearly Progress, AZ Learns,
AIMS A, Post School Outcomes



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How is the data submitted to ADE?

- Student Management Systems (SMS)
- SAIS Online
- Submission files—Transactions
- Internet / ADE Common Logon
- Student Detail Data Interchange (SDDI)
- Don't forget the human element!



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When is the data submitted to ADE?

- We recommend that data be maintained at the local level in real time (as events occur).
- Data must be submitted to SAIS at least once every 20 school days.
- Data can be submitted any time prior to report deadlines.
- Data must be submitted to indicate any changes to a student's participation status regardless of implications on funding.



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What SPED data is collected?

- Need Codes
- SPED Service Codes
- SPED Service Entry Date
- SPED Service Exit Date
- SPED Service Exit Reason
- SPED Grade
- SPED Special Enrollment Code (N/A to Charters)
- Federal Primary Need Indicator



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Codes used in SAIS relating to SPED

- Need Codes
- Service Codes
- SPED Service Exit Reasons
- Special Enrollment Codes

All SAIS codes are available for download at
<http://www.ade.az.gov/schoolfinance/STaR/SAISInfoSeries/SIS32.pdf>



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How is data verified / validated?

- ADE generated reports:
 - SDSPED71-1 (DOA)
 - SDSPED71-2 (DOR)
- Student Integrity Status
- SPED07



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What is the relationship between SAIS and funding?

State Aid for Special Education is based on:

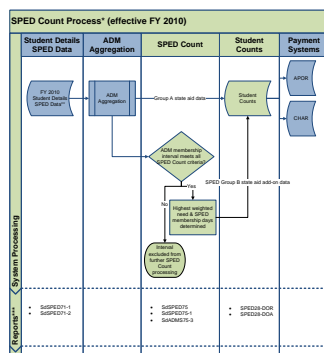
- SPED Service Code
- Add-on Weight of Need
- SPED Service Participation Dates
- Corresponding average daily membership (ADM) that overlaps with SPED service participation dates



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The process document shows the flow of SPED student data into SAIS to generate a fundable state-aid count.



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SDSPED71-2 SPED Report by DOR

ARIZONA DEPARTMENT OF EDUCATION															Page:	1 of 15	
SPED Report															Print Date:	08/13/2009 12:34:24	
By District of Attendance															Fiscal Year 2009		
Reporting/District of Attendance:		00-00-00 Charter School, Inc.															
School of Attendance:		00-00-01 Charter School															
From SPED to District SPED by DOR																	
SIS ID	Last Name	First Name	Gender	Birth Date	State of	Need	ELL	Trunk	Height	Service	Special	Service	Special	Service	Special	Service	Special
12045499	CHESLEY	Mike	M	01/02/2009	TX	1											
12045500	CHESLEY	Mike	M	01/02/2009	TX	1											
Totals: 2																	

* Student has a valid need, but no associated assignment was for this need.
 SDSPED: Service at 00-00-00 Charter School, Inc. and 00-00-01 Charter School, Inc. SPED: 00-00-01 Charter School, Inc.

- Report shows students that have imported correctly with the state and federal SPED integrity status
- Students must clear state SPED integrity to aggregate and receive state funding



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SDSPED75-1 Report—First Page of Grouping

ARIZONA DEPARTMENT OF EDUCATION															Page:	1 of 10	
SPED Member Membership Calculation Report															Print Date:	08/10/2009 12:15:36	
By District of Attendance															Fiscal Year 2009		
Reporting/District of Attendance:		00-00-00 Charter School, Inc.															
School of Attendance:		00-00-01 Charter School, Inc.															
Aggregation Start Date: 08/29/2008																	
Aggregation End Date: 08/29/2009 11:47																	
SIS ID	Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Trunk	Height	Service	Special	Service	Special	Service	Special	Service	Special	Service	Special
12045499	CHESLEY	Mike	Mike	01/02/2009	08/22/2009	1	1.00										
12045500	CHESLEY	Mike	Mike	01/02/2009	08/22/2009	1	1.00										
12045501	CHESLEY	Mike	Mike	01/02/2009	08/22/2009	1	1.00										
12045502	CHESLEY	Mike	Mike	01/02/2009	08/22/2009	1	1.00										
Totals: 4																	

The SPED Membership Days have been adjusted for multiple highest weighted needs.
 CONFIDENTIAL

- Report shows the result of SPED aggregation and includes student detail by need and corresponding membership days that will be funded



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SDSPED75-1 Report—Totals Page

ARIZONA DEPARTMENT OF EDUCATION															Page:	5 of 10	
SPED Member Membership Calculation Report															Print Date:	08/10/2009 12:15:36	
By District of Attendance															Fiscal Year 2009		
Reporting/District of Attendance:		00-00-00 Charter School, Inc.															
School of Attendance:		00-00-01 Charter School, Inc.															
SIS ID	Student ID	Last Name	First Name	First Day of Membership	Last Day of Membership	Trunk	Height	Service	Special	Service	Special	Service	Special	Service	Special	Service	Special
12045499	CHESLEY	Mike	Mike	01/02/2009	08/22/2009	1	1.00										
12045500	CHESLEY	Mike	Mike	01/02/2009	08/22/2009	1	1.00										
12045501	CHESLEY	Mike	Mike	01/02/2009	08/22/2009	1	1.00										
12045502	CHESLEY	Mike	Mike	01/02/2009	08/22/2009	1	1.00										
Totals: 4																	

The SPED Membership Days have been adjusted for multiple highest weighted needs.
 CONFIDENTIAL

- Report shows the total SPED membership days that will be funded and can be reconciled to the membership days on the SPED28-1 report



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SDSPED28-1 Sample Report

<div> <div>SAS SPED28-1</div> <div> <div>ARIZONA DEPARTMENT OF EDUCATION</div> <div>STUDENT COUNTS FOR THE BUDGET PREPARATION</div> <div>SPED Group B Add-Ons</div> <div>Fiscal Year: 2009 - 2010</div> </div> <div>Page: 1</div> <div>Report Date: 09/21/09</div> </div>				
<div> <div>District of Residence: 0507-03</div> <div>ACADEMY OF MATH AND SCIENCE, INC.</div> </div>				
Student Counts	40th Day*		100th Day**	
	SPED Membership Days	SPED Group B Count	SPED Membership Days	SPED Group B Count
Reading Impairment	0.000	0.000	0.000	0.000
MD, Referred, A, Referred, SMR, Referred	0.000	0.000	0.000	0.000
MD Self-Contained, A Self-Contained AND SMR Self-Contained	0.000	0.000	0.000	0.000
Multiple Disabilities Severe Sensory Impairment	0.000	0.000	0.000	0.000
Orthopedic Impairment Referred	0.000	0.000	0.000	0.000
Orthopedic Impairment Self-Contained	0.000	0.000	0.000	0.000
Profound Hearing Deaf	0.000	0.000	0.000	0.000
EDP (C), MD, A, S, SMR, and OI	100.000	0.225	0.000	0.000
Emotionally Disturbed/Private	0.000	0.000	0.000	0.000
Moderate Mental Retardation	0.000	0.000	0.000	0.000
Visual Impairment	0.000	0.000	0.000	0.000

* Consists of Days 1 - 40
 ** Consists of Days 1 - 100
 *** Excludes aged students only

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Add-on weights for FY 2012

MDSSI	7.947
OI (SC)	6.773
MD, A, SMR (SC)	5.833
VI	4.806
MOMR	4.421
MD, A, SMR (R)	6.024
EDP	4.822
OI (R)	3.158
HI	4.771
DD, ED, MIMR, SLD, SLI, OHI	0.003

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Basic calculations for equalization assistance (APOR55-1 or CHAR-55-1 reports)

- Uses most current student count: SPED, ELL, and ADM
- The student count and add-on counts are multiplied by various support level weights as specified in ARS § 15-943
- Base level amount (BLA) is determined by ARS § 15-901(B)(2)
- Additional assistance is determined by ARS § 15-185(B)(4)

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[illegible]

SAS CHW55-1	Arizona Department of Education	Assessment Date:	06/12/2010
	Basic Calculations For Equalization Assistance For Charter Schools	Run Date:	05/24/2010
	FY 2009-10	Page:	1 of 2
00-00-00 Charter School, Inc.			
<u>Base Support Level:</u>			
Total Weighted Student Count	419.404	<u>Base Support Level Adjustments:</u>	
Base Level Amount	\$3,267.73	Audit Service Expense	\$6,100.00
Base Support Level	\$1,375,004.56		
Base Support Level Adjustments	\$6,100.00		
Adjusted Base Support Level	\$1,375,004.56		\$6,100.00
<u>Additional Assistance</u>			
	K-6	0-12	
Student Count	227,622	48,318	
Additional Assistance Per Student	\$1,486.44	\$1,487.50	
Additional Assistance	\$341,181.76	\$61,362.41	
Total Additional Assistance	\$403,163.69		
<u>Equalization Assistance</u>			
Adjusted Base Support Level	\$1,375,004.56		
Total Additional Assistance	\$403,163.69		
Equalization Branch Assistance	\$1,273,778.65		

How can I learn more about SAIS reporting?

- ESS Workshops / Webinars
- ESS Directors Institute
- SAIS Information Series
- ESS Data Management list serv

How can I get assistance with SAIS issues?

ADE Support Center
602.542.7378
866.577.9636
adesupport@azed.gov



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One more thing...

Reporting data to SAIS for students who are
contracted-out to approved private schools



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Annual Federal SPED Child Count

- *What is the federal SPED child count?*
- *How is the child count verified?*
- *How do I reconcile SAIS with my child count?*
- *If necessary, what are the steps for non-reconciliation?*
- *What are the important dates to remember?*
- *What are some helpful strategies for a successful reconciliation?*
- *Who do I contact for assistance?*



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What is the federal SPED child count?

OCTOBER 1st

- IDEA '04 Section 618
- Unduplicated count of students receiving SPED and related services
- By responsible district (RD)
- Determines eligibility of federal Part B IDEA entitlement funds allocated to PEAs



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How is the child count verified?

- ESS Census application via the Common Logon
- Step 1: Submit Counts
 - *Count of 3–21 year olds*
 - *Count of 3–5 year olds*
 - *Count of K–12 private/home school students*
 - *Contact information*
- Step 2: Submit Verification Letter
 - *Print, sign, and send letter to ADE/ESS*
 - *Failure to submit verification letter may result in delay in accessing your FY 2012 IDEA funds*



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How do I reconcile SAIS with my child count?

- Final SPED participation data extracted from SAIS must match the count reported on verification letter
- Use SPED07 and SPED71 reports
 - SPED07 report available within ESS Census application
 - SPED71-2 report available under SDDI
- Impacts "Valid & Timely Data" component under PEA Determinations



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If necessary, what are the steps for non-reconciliation?

- Notification to SPED director and/or SPED Census contact as identified in Enterprise
- ESS Census application
 - Select Non-Reconciliation
 - Check one or more reasons from the list provided
 - Some reasons require additional information
- May result in ADM audit



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What are the important dates to remember?

- Targeted opening date for ESS Census application is **Monday, October 3rd**
- Verification letters due—TBA (November)
- SPED07 report availability—TBA (November)
- SPED participation data in SAIS—TBA
- Non-reconciliation (if applicable)—TBA



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What are some helpful strategies for a successful reconciliation?

- Start early!
- Monitor reports regularly.
- If count reconciles, hold off on all transaction submissions approximately 1–2 weeks prior to reconciliation due date.



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Who do I contact for assistance?

- For SAIS related issues:
ADE Support Center
602.542.7378
866.577.9636
support@azed.gov
- For Federal SPED Child Count issues:
ESS Data Management
www.ade.az.gov/ess/funding/datamanagment
ESSDataMgmt@azed.gov
- ESS Data Management list serv



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Annual SPED Data Collection



- *What is the Annual SPED Data Collection?*
- *Where is the Annual SPED Data Collection available and when is it due?*
- *What are PEA profiles?*
- *What are the school level reports?*
- *What are the agency level reports?*
- *What does the final submission process entail?*
- *What are some helpful strategies to ensure accurate submission?*
- *If I need help, who do I contact?*



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What is the Annual SPED Data Collection?

- IDEA '04 Section 618
- Two (2) school level reports
- Two (2)–four (4) agency level reports
- Final Submission
- Workshops / webinars offered in Spring of 2012



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What is the Annual SPED Data Collection?

- IDEA '04 Section 618
- Two (2) school level reports
- Two (2)–four (4) agency level reports
- Final Submission
- Workshops / webinars offered in spring of 2012



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Where is the Annual SPED Data Collection available and when is it due?

- Web-based application available under Common Logon
 - ESS Annual Data
- Expected to open to PEAs in **April of 2012**
- Data submission and required signature form due to ADE/ESS by **July 31, 2012**
- If no students are served, you must alert ESS Data Management in writing!



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What are PEA profiles?

- **All PEAs** must complete the **Personnel** report and the **Teacher Attrition Rate Survey**, *PLUS...*
- **Districts:** **Exit, Discipline, Parentally Placed Private School Students**, and **Preschool Transition** (if applicable)
- **Charter Schools:** **Exit** and **Discipline**
- **Accommodation Districts:**
 - *Public Consortium:* **Personnel** and **Teacher Attrition** only
 - *County Accommodation:* **Exit, Discipline**, and **Preschool Transition** (if applicable)
 - *With Secure Care:* **Exit, Discipline**, and **SC Survey**
- **Secure Care:** **Discipline** and **SC Survey**
- **Private Schools:** **Personnel** only



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What are the school level reports?

EXIT

- Extracted from SAIS
- Students ages 14–21 exiting SPED
- Unduplicated count using FPNI
- Disability
- Ethnicity/Race
- Gender
- ELL
- Age as of child count date—October 1st
- 6 exit categories:
 - Transferred to regular education
 - Graduated
 - Reached maximum age
 - Died
 - Moved, known to be continuing
 - Dropout



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What are the school level reports?

DISCIPLINE

- Extracted from Az SAFE
- Entire school year
- Ages 3–21
- Unduplicated count—FPNI
- Disability
- Ethnicity / Race
- Gender
- ELL



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What are the school level reports?

DISCIPLINE (cont.)

- Removed to interim alternative educational setting (IAES)
 - Drugs
 - Weapons
 - Serious bodily injury
- In and/or out-of-school suspensions/expulsions
- Disciplinary removals
 - 10 days or less
 - More than 10 days
- Expulsions
 - SWD and SWOD
 - Did / did not receive educational services



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What are the agency level reports?

PERSONNEL

- Teachers—highly qualified or not
- Paraprofessionals—highly qualified or not
- Related service providers—fully certified or not
- Unduplicated by FTE



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What are the agency level reports?

TEACHER ATTRITION RATE SURVEY

- Identify critical elements of personnel shortages:
 - Preparation at colleges and universities
 - Recruitment
 - Retention
- In accordance with:
 - State Personnel Development Grant (SPDG)
 - Personnel Center of the National Association of State Directors of Special Education (NASDSE)
- 29 questions:
 - Teachers
 - Related service providers
 - Special education directors



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What are the agency level reports?

PRESCHOOL TRANSITION

- IDEA '04: All children who participated in the Arizona Early Intervention Program (AzEIP) under Part C must be ensured a smooth and effective transition to Part B
- SPP/APR—Indicator 12: percent of children referred for transition by Part C prior to age 3 who are found eligible for Part B and who have an IEP developed and implemented by their 3rd birthday or were found not eligible by their 3rd birthday
- 4 sections:
 - Student counts
 - Late eligible students
 - Late not eligible students
 - Summary



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What are the agency level reports?

PARENTALLY PLACED PRIVATE SCHOOL STUDENTS

- Report the number of parentally placed private school students and home schooled students during the current school year (July 1–June 30) who were:
 - Initially evaluated by the resident school district
 - Determined eligible for SPED services
 - Receiving SPED and/or related services via ISP



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What are the steps for the final submission process?

- Confirm validity of discipline data:
 - Validate accuracy of discipline data extracted from Az SAFE
 - Validate accuracy of zero discipline for any schools listed (if applicable)
- Opportunity for manual data corrections to discipline data if necessary during month of July
- Comments (if applicable)
- Required signature form



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What are some helpful strategies to ensure accurate data submission?

- Establish and maintain written documentation of your processes for collecting, reviewing, and reconciling your data
- Quality control
- Document data quality issues
- Record retention




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If I need help, who do I contact?

- ADE Support Center (for SAIS-related issues with exit data)
602.542.7378
866.577.9636
adesupport@azed.gov
- School Safety and Prevention (for Az SAFE-related issues)
602.542.8730
davidson.riggs@azed.gov
www.ade.az.gov/sa/health/AZSafe.asp



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If I need help, who do I contact?

- ESS Data Management
ESSDataMgmt@azed.gov
www.ade.az.gov/ess/funding/datamanagement
- Peggy Staples, Data Management Specialist
602.364.4024
peggy.staples@azed.gov
- Kerri Walker, Data Management Specialist
602.542.3854
kerrilyn.walker@azed.gov
- Cindy Ensfield, Business Analyst
602.542.7885
cindy.ensfield@azed.gov



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